

ED Records Schedule

SCHEDULE LOCATOR NO.: 063

APPROVED DATE: 1/13/2009

TITLE: General Correspondence Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-08-13

DESCRIPTION:

Records include, but are not limited to, routine incoming and outgoing correspondence and memoranda with enclosures relating to routine activities of the office, such as work accomplishments and personnel needs.

DISPOSITION INSTRUCTIONS:

a. Record Copy

TEMPORARY

Cut off files annually. Destroy/delete 2 years after cutoff.

b. Duplicate copies maintained for reference purposes and that do not serve as the record copy

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

This item covers all general correspondence files in all programs Department-wide. Major or controlled correspondence is scheduled under ED 062 Significant Correspondence.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-97-1, Item 1b (ED/RDS Part 9, Item 1b)
N1-441-97-1, Item 1c (ED/RDS Part 9, Item 1c)
N1-441-97-1, Item 1d (ED/RDS Part 9, Item 1d)
N1-441-97-1, Item 1e (ED/RDS Part 9, Item 1e)
N1-441-97-1, Item 4b (ED/RDS Part 9, Item 4b)
N1-441-97-1, Item 9b (ED/RDS Part 9, Item 9b)
N1-441-97-1, Item 14 (ED/RDS Part 9, Item 14)
N1-441-96-2, Item 7a (ED/RDS Part 6, Item 4a)
N1-441-96-2, Item 7b (ED/RDS Part 6, Item 4b)

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SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration